

State of Wisconsin Department of Transportation

Facilities Development Manual

TABLE OF CONTENTS

Chapter	3	FACILITES DEVELOPMENT PROCESS
Chapter	3	FACILITES DEVELOPIVIENT PROCESS

	<u>Procedures</u>
SECTION 1 - PROCESS OVERVIEW	
Subject 1 - General	3-1-1
Subject 3 - State Force Account and Local Force Account Contracts	3-1-3
Subject 5 - State Highway Rehabilitation-Maintenance Projects	3-1-5
Subject 10 - Sanitary Sewer & Water Main Projects	3-1-10
Subject 15 – Community Sensitive Design	3-1-15
SECTION 5 - CONCEPT DEFINITION	
Subject 1 - Concept Definition Report	3-5-1
Subject 2 - Highway Improvement Type Definitions	3-5-2
Subject 3 – Project Scoping	3-5-3
Subject 4 – Public Involvement	3-5-4
Subject 5 - Local Request for Services	3-5-5
Subject 10 - Scheduling and Programming	3-5-10
SECTION 10 - INVESTIGATION	
Subject 1 - Operational Planning Meeting	3-10-1
Subject 5 - Public Involvement	3-10-5
Subject 10 - Data Gathering	3-10-10
Subject 15 - Project Analysis	3-10-15
Subject 20 - Conceptual Stage Relocation Assessment	3-10-20
Subject 25 - Environmental Document Preparation	3-10-25
SECTION 15 - DETERMINATION	
Subject 1 - Federal Grant & Development Review Process	3-15-1
Subject 5 - Environmental Report Processing	3-15-5
Subject 10 - Public Hearings	3-15-10
Subject 15 - Pavement Structure	3-15-15
Subject 20 - Agricultural Impact Statements	3-15-20
Subject 25 - Reports	3-15-25
Subject 30 - Decisions and Approvals	3-15-30
Subject 35 - Notice of Intent To Construct	3-15-35
Subject 40 - Additional Hearings	3-15-40

Facilities Development Manual

SECTION 20 - FINAL DESIGN	
Subject 1 - Project Agreements	3-20-1
Subject 5 - Complete Data Gathering	3-20-5
Subject 10 - Detailed Engineering	3-20-10
Subject 11 - Negotiated Contracts	3-20-11
Subject 12 - Cost Effectiveness Findings	3-20-12
Subject 15 - Real Estate Activities	3-20-15
Subject 20 - Noise Analysis	3-20-20
Subject 25 - Railroad Grade Crossings	3-20-25
Subject 30 - Structure Design	3-20-30
Subject 35 - Local Road Alterations	3-20-35
Subject 40 - Utility Coordination	3-20-40
Subject 44 - Project Review	3-20-44
Subject 45 - P.S. & E.	3-20-45
SECTION 25 - PRECONTRACT ADMINISTRATION	
Subject 1 – Approvals and Signatures	3-25-1
Subject 3 – Processing Electronic Files	3-25-3
Subject 5 – Advertisement for Bids	3-25-5

 \star

List of Figures

Procedure	Figure	Title	
3-1-1	1	Facilities Development Process	
	1	State/Municipal Agreement for a Highway Improvement Project	
	2	Sample Sanitary Sewer & Water Main Plan Title Sheet	
3-1-10	3	Sample Sanitary Sewer & Water Main Plan Detail Sheet	
	4	Sample Sanitary Sewer & Water Main Plan Misc. Quantity Sheet	
	5	Sample Sanitary Sewer & Water Main Plan & Profile Sheet	
3-5-1	1	Concept Definition Report Template	
	2	Concept Definition Level of Impact Worksheet	
3-5-3	1	Project Scoping Process	
	2	Project Scoping Checklist	
3-5-4	1	Public Involvement vs Improvement Type	
3-5-10	1	Letting Guidelines	
3-10-1	1	Operational Planning Meeting Fact Sheets Template	
	1	Traffic Forecast Request Form (Dt1601)	
	2	Traffic Forecast Report (Revised)	
3-10-10	3	Example of Projected Design Hour Traffic Volumes (DHV)	
	4	Locate Tubes	
	5	Policies Covering Products Produced by Technical Service for	
		Districts, Other Offices and Consultants	
3-15-25	1	Design Study Report Template	
3-20-11	1	Policy on Construction-State & Federal-Aid Hwy Projects	
	2	Summary Guidelines for Negotiated Contracts	
	1	Justification for Negotiated Contracts more than \$25,000	
	2	Justification for Negotiated Contracts more than \$25,000 or Less	
3-20-12	3	Correspondence/Memorandum	
	4	LFA (STH) Contract Cost Justification	
	5	Letter of Approval for Programmatic Cost Effectiveness Finding	
3-20-15	1	Early Acquisition of Right-of-Way	
3-20-30	1	Sample Soils Information	
3-20-44	1	BHD - Quality Review Checklist	
	2	BOS – Quality Review Checklist	
	3	BHO- Quality Review Checklist	
	4	BEES- Quality Review Checklist	
	5	BRRH- Quality Review Checklist	
	6	BHRE- Quality Review Checklist	

*